IOWA STATE UNIVERSITY
Department of Electrical and Computer Engineering

Request for Salary Additions/Adjustments CY2013

JUL 1 – DEC 31 2013

Faculty Member's Name: _____   UID: _____

Annual Salary: _____   Monthly Salary: _____   **For Summer Salary, return to Sara K Harris by:** _____

Dates to be Paid	# of months to be paid	Account Number to be Charged	I am using Salary Savings	I need to charge an account for Salary Savings*	For Office Use Only			
					Base	Annual	Dept Annual	Commitment
*CF For Fall Salary Savings AUG 16 – DEC 31			☐	☒				
*CF For Fall Salary Savings AUG 16 – DEC 31			☐	☒				
JUL 1 – AUG 15		704-02-05	☒	☐				
JUL 1 – AUG 15								
CF for 1st Course Buyout AUG 16 – DEC 31	1.0 mo		■	■				
CF for 2nd Course Buyout AUG 16 – DEC 31	1.5 mo		■	■				

*If you are working on a grant during the academic year, charge the grant for your time/effort. This will create "salary savings" that you can use to pay for your department effort during the summer (using 704-02-05). Spring effort on grants generates funds for MAY 16-JUN 30. Fall effort on grants generates funds for JUL 1 – AUG 15.

_____   _____

Signature of Faculty Member   Date

IOWA STATE UNIVERSITY
Department of Electrical and Computer Engineering

Request for Salary Additions/Adjustments CY2014

JAN 1 – JUN 30 2014

Faculty Member's Name: _____   UID: _____

Annual Salary: _____   Monthly Salary: _____   **For Summer Salary, return to Sara K Harris by:** _____

Dates to be Paid	# of months to be paid	Account Number to be Charged	I am using Salary Savings	I need to charge an account for Salary Savings*	For Office Use Only			
					Base	Annual	Dept Annual	Commitment
CF for 1st Course Buyout JAN 1 – MAY 15	1.0 mo		■	■				
CF for 2nd Course Buyout JAN 1 – MAY 15	1.5 mo		■	■				
MAY 16 – JUN 30								
MAY 16 – JUN 30		704-02-05	☒	☐				
*CF For Spring Salary Savings JAN 1 – MAY 15			☐	☒				
*CF For Spring Salary Savings JAN 1 – MAY 15			☐	☒				
*CF For Spring Salary Savings JAN 1 – MAY 15			☐	☒				

*If you are working on a grant during the academic year, charge the grant for your time/effort. This will create "salary savings" that you can use to pay for your department effort during the summer (using 704-02-05). Spring effort on grants generates funds for MAY 16-JUN 30. Fall effort on grants generates funds for JUL 1 – AUG 15.

_____   _____

Signature of Faculty Member   Date